

SECRET

OP MEMORANDUM NO. 20-12-24

10 December 1982

## OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Designation of Critical Shortage Occupations  
to Allow Payment for Relocation Travel and  
Shipment of Household Effects

REFERENCE: 

1. The Intelligence Authorization Act for Fiscal Year 1982 adds to the Central Intelligence Agency Act of 1949 a new subsection which provides expanded authority for the Director of Central Intelligence in several areas, including travel. On the basis of this expanded authority,   have been revised to delegate to the Director of Personnel the authority, after consultation with appropriate operating officials, to determine shortage occupations in order to provide reimbursement for travel and transportation of household effects as a recruitment inducement. Previously, this authority was reserved for the Office of Personnel Management. Designation of shortage category occupations for CIA will be limited to those approved by the Director of Personnel where substantial evidence exists that the qualifications required are so unique, competitive, or difficult that efforts to fill current or projected requirements are significantly hampered.

2. In accordance with the new authority provided by the Intelligence Authorization Act, I have approved those occupations listed in the attachment to be designated in the critical shortage category. The occupations listed will be reviewed annually to ensure they are still considered critical.

✓ James N. Gierum  
Director of Personnel

OPM 26-82

Attachment

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Occupations Utilized by CIA for Which Payment of  
Relocation Travel and Shipment of Household Effects is Approved

|             |  |
|-------------|--|
| 0090.01     | Career Trainee   |
| 0090.02     | Pre-Career Trainee   |
| 0110.00     | Total Economics Series   |
| 0132.62     | Intelligence Officer-Foreign Documents                               |
| 0136.01     | Operations Officer (DDO)   |
| 0136.16     | Air Operations Officer (DDO)   |
| 0136.53     | Intelligence Officer-Counterintelligence (DDO)                       |
| 0136.63     | Technical Operations Officer   |
| 0136.69     | Authentication Specialist  |
| 0136.71     | Technical Operations Officer-Special Devices                         |
| 0136.72     | Personal Disguise Specialist   |
| 0180 series | Psychology Series (GS-11 and above, excluding Psychologist, Testing) |
| 0180.01     | Psychologist General-Testing (GS-7 and above)                        |

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|             |   |
|-------------|---|
| 0312.01     | Clerk Stenographer  |
| 0318.01     | Secretary   |
| 0322.01     | Clerk Typist  |
| 0334 series | Total Computer Operations Series (GS-7 and above)                         |
| 0392.01     | Tele-Communications Specialist  |
| 0401.01     | Intelligence Officer-Life Sciences (GS-11/15 only)                        |
| 0510.13     | Auditor   |
| 0602.02     | Medical Officer   |
| 0602.03     | Medical Officer-Psychiatry  |
| 0610.03     | Occupational Health Nurse   |
| 0644.02     | Medical Services Officer  |
| 0690.01     | Industrial Hygienist  |
| 0801 series | All Professional Positions in Engineering Series,<br>(0801.02 to 0896.01) |
| 0856.02     | Electronic Technician   |
| 0856.04     | Electronic Specialist   |
| 1045.01     | Translator (DDO/EA and DDO/SE)  |
| 1045.04     | Transcriber (DDO/EA and DDO/SE)   |
| 1060.07     | Technical Operations Officer-Photography                                  |
| 1102.01     | Contract Negotiator   |
| 1102.05     | Contract Officer  |
| 1301.01     | Intelligence Officer-Physical Science                                     |
| 1301.07     | Physical Scientist  |
| 1301.08     | Operations Officer-Physical Scientist                                     |
| 1301.11     | Physical Scientist-Research   |
| 1302.01     | Signal Intelligence Officer   |
| 1302.02     | Signal Intelligence Analyst   |
| 1302.03     | Signal Intelligence Specialist  |
| 1310.04     | Physicist   |
| 1320.02     | Chemist   |
| 1320.13     | Technical Operations Officer-Chemical Communications                      |
| 1370.05     | Imagery Scientist-Photogrammetry  |
| 1386.01     | Photographic Technologist   |
| 1387.01     | Imagery Scientist   |
| 1387.02     | Imagery Scientist-Systems   |
| 1387.03     | Imagery Scientist-Digital   |
| 1387.04     | Imagery Scientist-Research  |

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|         |                                     |
|---------|-------------------------------------|
| 1515.01 | Operations Research Analyst         |
| 1520.02 | Mathematician                       |
| 1550.01 | Computer Scientist-Research         |
| 1670.02 | Technical Operations Officer-Audio  |
| 1670.08 | Development and Engineer Technician |
| 1712.90 | Instructor-Foreign Language         |
| 1810.23 | Polygraph Officer                   |
| 2181.01 | Airplane Pilot                      |

NOTE: These are authorized travel only.

|         |                 |
|---------|-----------------|
| 0099.01 | Student Trainee |
| 0099.02 | Graduate Fellow |
| 0099.03 | Urban Fellow    |

SECRET

**SECRET****ROUTING AND RECORD SHEET**

SUBJECT: (Optional) Occupations Utilized by CIA for Which Payment of Relocation Travel and Shipment of Household Effects is Approved

FROM

NO.

DATE

8 November 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, CAD  
5E65 Hqs.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

We are in the process of coordinating an OPM on Designation of Critical Shortage Occupations and have included here, FYI, a copy of the attachment to that OPM pending its publication.


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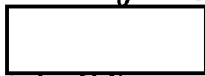
## ROUTING AND TRANSMITTAL SLIP

Date

12/7/82


|  |                      |                  |      |
|--|----------------------|------------------|------|
| TO: (Name, office symbol, building, Agency/Post)                                     |                      | Initials         | Date |
| 1.  |                      |                  |      |
| 2.   |                      |                  |      |
| 3.   |                      |                  |      |
| 4.   |                      |                  |      |
| 5.   |                      |                  |      |
| Action   | File                 | Note and Return  |      |
| Approval   | For Clearance        | Per Conversation |      |
| As Requested   | For Correction       | Prepare Reply    |      |
| Circulate  | For Your Information | See Me           |      |
| Comment  | Investigate          | Signature        |      |
| Coordination   | Justify              |                  |      |

## REMARKS

1- Pls prepare as OP Memo for D/O of signature. ~~copy~~ include  as off.

Routing comments to D/O P:

Attached is draft OPM concerning designation of Critical Mortgage Occupations for your review and signature. This OPM includes as attachment the list of critical occupations which you approved 18 Nov 1982.



DO NOT use this form as a RECORD of approvals, concurrences, dispositions, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|  | Phone No.      |

# ROUTING AND TRANSMITTAL SLIP

Date

12/8/77

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

2.

3.

4.

5.

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

## REMARKS

Routing comment to Ch, CAD:

We are in process of coordinating an OPM on Designation of Critical Shortage Occupations and have included here, FYI, a copy of the attachment to that OPM pending its publication.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Printed by GSA  
FPMR (41 CFR) 101-11.206

**ROUTING AND TRANSMITTAL SLIP**

|  |                      |                        |             |
|--|----------------------|------------------------|-------------|
| <b>TO:</b> (Name, office symbol, room number, building, Agency/Post) |                      | <b>Initials</b>        | <b>Date</b> |
| 1. DD/R+P  |                      |                        |             |
| 2.   |                      |                        |             |
| 3. C/P+PS, 1006 AMES   |                      | R                      | 11/26       |
| 4. [Redacted]  |                      |                        | 26 NOV 1982 |
| 5. [Redacted]  |                      | (over)                 |             |
| <b>Action</b>  | <b>File</b>          | <b>Note and Return</b> |             |
| Approval   | For Clearance        | Per Conversation       |             |
| As Requested   | For Correction       | Prepare Reply          |             |
| Circulate  | For Your Information | See Me                 |             |
| Comment  | Investigate          | Signature              |             |
| Coordination   | Justify              |                        |             |

**REMARKS**

1) FYI

2) Attached is my out at the new "critical Occupies" CPM. I will be happy to assist/work with your designated action officer in preparing the final version. Thanks.

+ PLS look up name [Redacted] did to DC/IN someone earlier + be sure the tracks —

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|   |                       |
|---|-----------------------|
| <b>FROM:</b> (Name, org. symbol, Agency/Post) | <b>Room No.—Bldg.</b> |
| C/SPD   |                       |
|   | <b>Phone No.</b>      |

5 - Pls look up the memo  
which approved D/OP authority  
to determine shortage category  
positions & see that this proposal  
tracks per Ch. PPS request.



STAT



12-01-82  
per C/P8PS : (TYPE)  
Drop references  
to remainder is OK.  
The A-10 to go of ~~up~~

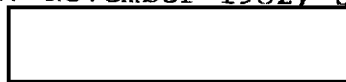
D R A F T

23 November 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Designation of Critical Shortage Occupations  
to Allow Payment for Relocation Travel and  
Shipment of Household Effects

REFERENCE: a. ~~D/Pers Memorandum (82-8269)~~, dated  
6 October 1982, Same Subject  
b. ~~D/Pers Memorandum (82-9014)~~, dated  
17 November 1982, Same Subject



1. The Intelligence Authorization Act for Fiscal Year 1982 adds to the Central Intelligence Agency Act of 1949 a new subsection which provides expanded authority for the Director of Central Intelligence in several areas, including travel. On the basis of this expanded authority, [redacted] have been revised to delegate to the Director of Personnel the authority, after consultation with appropriate operating officials, to determine shortage occupations in order to provide reimbursement for travel and transportation of household effects as a recruitment inducement. Previously, this authority was reserved for the Office of Personnel Management. Designation of shortage category occupations will be limited to those where substantial evidence exists that the qualifications required are so unique, competitive, or difficult that efforts to fill current or projected requirements are significantly hampered.

2. In accordance with the new authority provided by the Intelligence Authorization Act, I have approved those occupations listed in attachment<sup>10</sup> be designated in the critical shortage category. The occupations listed will be reviewed annually to insure they are still considered critical.

**Page Denied**

Occupations Utilized by CIA for Which Payment of  
Relocation Travel and Shipment of Household Effects is Approved

|             |  |      |
|-------------|--|------|
| 0090.01     | Career Trainee   |      |
| 0090.02     | Pre-Career Trainee   |      |
| 0110.00     | Total Economics Series   |      |
| 0132.62     | Intelligence Officer-Foreign Documents   |      |
| 0136.01     | Operations Officer (DDO)   |      |
| 0136.16     | Air Operations Officer (DDO)   |      |
| 0136.53     | Intelligence Officer-Counterintelligence (DDO)   |      |
| 0136.63     | Technical Operations Officer   |      |
| 0136.69     | Authentication Specialist  |      |
| 0136.71     | Technical Operations Officer-Special Devices   |      |
| 0136.72     | Personal Disguise Specialist   |      |
| 0180 series | <del>Total</del> Psychology Series (GS-11 and above) <i>excluding Psychologist Testing</i> |      |
| 0180.01     | Psychologist General-Testing (GS-7 and above)  |      |
|             |  | 25X1 |
| 0312.01     | Clerk Stenographer   |      |
| 0318.01     | Secretary  |      |
| 0322.01     | Clerk Typist   |      |
| 0334 series | Total Computer Operations Series (GS-7 and above)  |      |
| 0392.01     | Tele-Communications Specialist   |      |
| 0401.01     | Intelligence Officer-Life Sciences (GS-11/15 only)   |      |
| 0510.13     | Auditor  |      |
| 0602.02     | Medical Officer  |      |
| 0602.03     | Medical Officer-Psychiatry   |      |
| 0610.03     | Occupational Health Nurse  |      |
| 0644.02     | Medical Services Officer   |      |
| 0690.01     | Industrial Hygienist   |      |
| 0801 series | All Professional Positions in Engineering Series<br>(0801.02 to 0896.01)                   |      |
| 0856.02     | Electronic Technician  |      |
| 0856.04     | Electronic Specialist  |      |
| 1045.01     | Translator (DDO/EA and DDO/SE)   |      |
| 1045.04     | Transcriber (DDO/EA and DDO/SE)  |      |
| 1060.07     | Technical Operations Officer-Photography   |      |
| 1102.01     | Contract Negotiator  |      |
| 1102.05     | Contract Officer   |      |
| 1301.01     | Intelligence Officer-Physical Science  |      |
| 1301.07     | Physical Scientist   |      |
| 1301.08     | Operations Officer-Physical Scientist  |      |
| 1301.11     | Physical Scientist-Research  |      |
| 1302.01     | Signal Intelligence Officer  |      |
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| 1310.04     | Physicist  |      |
| 1320.02     | Chemist  |      |
| 1320.13     | Technical Operations Officer-Chemical Communications                                       |      |
| 1370.05     | Imagery Scientist-Photogrammetry   |      |
| 1386.01     | Photographic Technologist  |      |
| 1387.01     | Imagery Scientist  |      |
| 1387.02     | Imagery Scientist-Systems  |      |
| 1387.03     | Imagery Scientist-Digital  |      |
| 1387.04     | Imagery Scientist-Research   |      |

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|         |                                     |
|---------|-------------------------------------|
| 1515.01 | Operations Research Analyst         |
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| 1670.08 | Development and Engineer Technician |
| 1712.90 | Instructor-Foreign Language         |
| 1810.23 | Polygraph Officer                   |
| 2181.01 | Airplane Pilot                      |

NOTE: These are authorized travel only.

|         |                 |
|---------|-----------------|
| 0099.01 | Student Trainee |
| 0099.02 | Graduate Fellow |
| 0099.03 | Urban Fellow    |

SECRET

17 November 1982

MEMORANDUM FOR: Director of Personnel

FROM: 

Deputy Director for Recruitment and Placement

SUBJECT: Designation of Critical Shortage Occupations to Allow Payment for Relocation Travel and Shipment of Household Effects

REFERENCE: D/Pers Memorandum (82-8269), dated 6 October 1982, Same Subject

1. Reference memorandum requested the DD's and independent office heads to review the attached list of critical shortage occupations and provide you their comments or concerns by 15 October 1982. The DCI, DDI and DDO have advised their agreement with the list as is. The DDS&T and the DDA have requested the occupations noted below be added to the list and it is my recommendation that we do so based on the difficulty in identifying and recruiting these specialties in the market place:

Tele-Communications Specialist 0392.01  
Computer Scientist-Research 1550.01  
Imagery Scientist-Research 1387.04  
Technical Operations Officer-Audio 1670.02  
Technical Operations Officer-Chemical  
Communications 1320.13  
Technical Operations Officer-Photography 1060.07  
  
Imagery Scientist-Photogrammetry 1370.05

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2. In addition to the above, the DDA and the DDS&T have requested that the computer operations series (0334) be amended to include GS-07 and above vice GS-09 and above. Since both directorates have made a case for the amendment, I believe it has validity. Finally, OMS has requested the total psychologist series be lowered from GS-11 to GS-07. Their request is based on their difficulty in recruiting Testing Psychologists. Therefore, rather than lower the entire series, I recommend we add only the Psychologist General-Testing 0180.01 GS-07 and above, which should take care of the problem. OMS concurs in this revision.

3. The DDS&T requested that we also add to the list "Document Technologist 1397.01", an OTS position. My recommendation is not to do so at this time since OTS has not carried the requirement at any time during 1982. As you know, we will be reviewing the list from time to time and revisions can be made when justified by requirements. The DDS&T Personnel Office has been advised and concurs in the decision.

4. If you agree, the critical occupations list will be amended to include those occupations listed in Paragraph 1 above and the amendments outlined in paragraph 2.



STAT

APPROVED:

STAT



Director of Personnel

18 NOV 1982

Date



SECRET

82-3569

6 OCT 1982

MEMORANDUM FOR: Deputy Director for Operations  
Deputy Director for Intelligence  
Deputy Director for Administration  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller  
Chairman, National Intelligence Council  
Director, Office of External Affairs  
Director, Equal Employment Opportunity

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Designation of Critical Shortage Occupations to  
Allow Payment for Relocation Travel and Shipment  
of Household Effects

1. The Intelligence Authorization Act for Fiscal Year 1982 adds to the Central Intelligence Agency Act of 1949 a new subsection which provides expanded authority for the Director of Central Intelligence in several areas, including travel. On the basis of this expanded authority, [ ] have been revised to delegate to the Director of Personnel the authority to determine shortage occupations in order to provide reimbursement for travel and transportation of household effects as a recruitment inducement. Previously, this authority was reserved for the Office of Personnel Management. The Director of Personnel is to make this determination after consultation with appropriate operating officials. Designation of shortage category occupations will be limited to those where substantial evidence exists that the qualifications required are so unique, competitive, or difficult that efforts to fill current or projected needs are significantly hampered. (AIUO)

25X1

2. In accordance with the new authority provided by the Intelligence Authorization Act, I propose that those occupations listed in attachment be designated in the critical shortage category. The occupations would be reviewed annually to insure that those listed are still considered critical.

UNCLASSIFIED WHEN  
SEPARATED FROM ATTACHMENT

25X1

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3. To assist our recruiting effort for these critical occupations, I would like to formalize this by next month and would appreciate your comments or concerns regarding the proposed list by 15 October 1982. (AIUO)

/s/ James N. Glerum  
James N. Glerum

Attachment:  
as stated

cc: Executive Director

SECRET

~~ADMINISTRATIVE~~—INTERNAL USE ONLY

ORGANIZATION

STAT

**f. OFFICE OF PERSONNEL**

- (1) **MISSION.** The Director of Personnel is responsible for developing and recommending Agency policies, standards, and procedures for personnel and position management; for guiding and evaluating personnel management programs and actions by the Career Services and operating components; for authenticating, recording, and reporting Agency position requirements and personnel transactions; for operating an Agency recruitment program nationwide; and for operating central benefits and services programs of common concern.
- (2) **FUNCTIONS.** The Director of Personnel shall:
- (a) Develop and recommend policies, standards, and procedures for personnel management in the Agency; conduct research and make statistical and analytical studies pertinent to Agency personnel management.
  - (b) Operate a system of nationwide recruitment to include the initial evaluation and ultimate appointment of new personnel.
  - (c) Determine the positions or families of positions to be designated as shortage category.
  - (d) Make all initial assignments of personnel, operate a system for holding new personnel for eventual assignment, and make such reassignments as require central coordination and control.
  - (e) Prepare individual contracts when personal services are obtained through contractual relationship and execute contractual agreements for the covert support of operations.
  - (f) Authenticate official position and personnel action documents and maintain official current and historical personnel records and a reporting system to serve Agency managers.
  - (g) Advise and assist Heads of Career Services and Operating Officials on matters of personnel management, evaluate the personnel and career management programs and activities of the Career Services, and periodically submit reports of the evaluations to the Deputy Director of Central Intelligence.
  - (h) Administer the Agency position management, classification, and compensation program, including the conduct of periodic surveys to ensure the currency of individual position evaluations and the position structure as a whole.
  - (i) Administer the CIA Retirement and Disability System and the internal applications of the Civil Service Retirement System and provide secretariat services and administrative support to the Retirement Board.
  - (j) Provide a program to assist prospective retirees in preparing for and obtaining post-retirement employment and to furnish prospective resignees with possible sources of new employment.
  - (k) Review and make recommendations when involuntary separations are contemplated and process all separation actions.
  - (l) Not Used.
  - (m) Administer the Agency Suggestion and Achievement Awards Program and provide secretariat services and administrative support to the Honor and Merit Awards Board.
  - (n) Establish special monetary allowances and differentials for overseas personnel as required.
  - (o) Administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended.

—Revised: 27 September 1982 (1513)

12.6.3

~~ADMINISTRATIVE~~—INTERNAL USE ONLY

PERSONNEL

12. RECRUITMENT AND APPOINTMENT

SYNOPSIS. No change.

a and b. No change.

c. RECRUITMENT

(1) and (2) No change.

(3) The Director of Personnel, in consultation with appropriate Operating Officials, determines the positions or families of positions to be designated as shortage category for the purpose of approving travel at Government expense from the place of residence to the first duty post in CONUS. Designation of shortage category positions will be limited to those where substantial evidence exists that the qualifications required for such positions are so unique, competitive, or difficult to locate that efforts to fill present or projected ~~AGENCY personnel~~ requirements are significantly hampered  No further changes.

STAT

NOTE: Throughout this regulation, all references to Director/Office of Personnel Policy, Planning, and Management will be changed to Director/Office of Personnel.

DISTRIBUTION: AB